

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

Email applications to: jobs@tceq.texas.gov

TCEQ: www.tceq.texas.gov



www.takecareoftexas.org

State Title: Planner II
Functional Title:
Job Posting: 17133
Monthly Salary: \$3520.33
Salary Group: B19
Posting Date: 08/11/2017
Close Date: 08/25/2017
Section/Division: Air Quality Planning Section/Air Quality Division
Work Location: 12100 Park 35 Circle, Austin, TX 78753
Openings: Two
Position #(s): 0874, 1916

Job Description:

Provides planning and research support for the Air Quality Division of the Texas Commission on Environmental Quality (TCEQ). Participates in planning activities for air quality State Implementation Plans (SIPs) and regulations, in response to federal or state requirements and agency initiatives. Coordinates the gathering and organization of research data from other agencies or organizations. Coordinates project plan development, schedules tasks, and conducts and/or participates in public hearings/technical meetings involving stakeholder groups. Conducts research, analyzes and prepares summaries, develops SIP submittals, and evaluates existing TCEQ air quality program activities contained in SIPs. Represents the agency at various meetings regarding air quality regulations, policies, or procedures as they relate to the SIP development process. Coordinates, organizes, and implements special assignments in preparation for or support of specific projects, which involves evaluating data; completing or coordinating research and analysis of issues; preparation of required reports and recommendations; and presentation of reports and recommendations to agency management and other interested parties.

Military Occupational Specialty (MOS) Codes:

35F, 59A, IS, OS, 641X-LDO, 21, 25, MGT15, MGT17, 3450, 2G0X1, 16RX, and 86MO

Minimum Qualifications:

A bachelor's degree from an accredited college or university (COPY OF OFFICIAL TRANSCRIPT REQUIRED WITH APPLICATION), plus two years of full-time experience in planning, research, program analysis, or program management.*

A graduate degree from an accredited college or university, with a major in planning, economics, business or public administration, political science, environmental management, environmental science, or a closely related field (COPY OF OFFICIAL TRANSCRIPT REQUIRED WITH APPLICATION) may substitute for one year of experience.

* Program management is work where primary duties consist of planning, organizing, administering, and coordinating and/or overseeing projects related to a program of an organization.

Preferred Requirements:

Experience assisting with or managing/coordinating air quality projects and/or other projects.

Experience researching and developing planning and/or technical documents.

Special Requirements:

Moving up to 20 pounds of paper.

Traveling up to 20% of the time.

Working overtime as needed to complete projects.

Condition of Employment:

TCEQ will verify Selective Service registration for males born on or after January 1, 1960. If exempt from Selective Service registration selected candidate must provide proof of exemption on first day of employment. Offers of employment are contingent on the candidate having legal authorization to work for the TCEQ. TCEQ will conduct a criminal history records search on candidates selected for posted vacancies. Only applicants who are interviewed will receive written non-selection notification.

To Apply:

Email a State of Texas application to jobs@tceq.texas.gov; or mail to TCEQ Human Resources & Staff Services, P.O. Box 13087, MC-116 Austin, TX 78711-3087; or submit in person, at 12100 Park 35 Circle, Bldg. A, Austin, Texas 78753 by the close date. An electronically signed copy is acceptable.

In compliance with ADA, if you need any special accommodations during the employment process, please contact HRSS for assistance at (512) 239-0102.

Texas Commission on Environmental Quality is an Equal Opportunity Employer